

St. Martin de Porres Building Committee

Meeting Minutes—05/03/2016

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1. Fr. Charlie led the committee in an opening prayer.
2. Attendees: Michael, Walt, Carroll, Stacy, Judy, and Fr. Charlie.
3. The committee reviewed the architectural services contract. The contract includes a fee of \$14,000 for the master site plan. The services listed for this item are shown under Item 4,A of the contract. The first two services on this list seem to be things that the committee has already done. We do not want to pay the architect for services that the committee has already completed. Michael will request clarification from the architect for this item.
4. The contract shows an estimate of four to five weeks for developing the master site plan. It also shows an estimate of four to six weeks (after approval of the master site plan) for developing the schematic drawings for the multipurpose building. We need to consider how much time will be needed for review and approval of the master site plan and the schematic drawings.
5. One of the services included in the contract requires the architect to make a presentation of the master site plan to the parish and the diocese. We would like to be able to schedule the presentation to the parish in mid-July or early August, but it depends on how quickly the contract is approved and signed.
6. Judy has already sent the contract to Patrick Baker at the Austin Diocese for review. Judy will call Patrick to see if he has any comments. The diocese has the final authority to approve and sign the architectural services contract.
7. Father Charlie expressed concerns about the existing church parking lot being too small to handle the demand. Fr. Charlie would like to try and build some additional parking before we build the new multipurpose building. If we construct the parking lot near the proposed building site, the heavy equipment may damage it during construction of the building. The committee will consider whether additional parking could be constructed near the existing education building prior to construction of the new

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- building. This would give us the extra space we need for parking and it would be far enough from the proposed building site that it wouldn't be damaged during construction of the building.
8. Next committee meeting date- to be determined.
 9. Fr. Charlie closed the meeting by leading the committee in prayer.